



200th District Court E-Courtroom Quick Reference Guide

* **Getting Started - Source Selection**

Use the lectern control panel to switch between possible input selections:

- * PC (PC installed in lectern)
- * Laptop 1 (Atty. laptop 1)
- * Laptop 2 (Atty. laptop 2)
- * Doc Camera.
- * DVD (VHS / DVD player)
- * Volume knob (controls overall volume of all lectern devices).
- * Mute (Mutes all audio from lectern).



* **Connecting an Attorney Laptop PC**

- * To connect a Laptop PC for display, attach one of two provided monitor cables to the VGA port on your laptop, then select the appropriate “PC” button, either 1 or 2, on the lectern control panel.
- * To connect a Laptop PC for audio output, connect the lectern audio cable (attached to the monitor cable) to the headphone jack of the laptop.
- * Set your laptop resolution to 1024 x 768. This resolution is supported by all the courtroom displays.
- * You may need to enter a keystroke on your laptop to initiate the external video feed. (please refer to your equipment documentation).



200th District Court E-Courtroom Quick Reference Guide

Document Camera

What I presented on the document camera does not appear on any of the screens.

- * Ensure that the document camera power is on. The power button appears green when it is on.
- * Verify that the document camera lens cap is removed.

VCR / DVD

*My VHS tape or DVD*** is not playing. What is the problem?*

******* We recommend using the PC for presentation of DVD, and other digital media i.e. photo, audio, and video files on disk*******

- * Ensure that the combination DVD/VCR is powered on.
- * Verify that you inserted the desired VHS tape or DVD into the DVD/VCR.
- * Ensure that the DVD/VCR is set to DVD or VCR, as desired. There is a toggle button on the unit and on the remote control.
- * Verify that the source selection is set to DVD/VCR on the Lectern control panel.

Lectern PC

The monitors are displaying something other than the Lectern PC. How do I switch to the Lectern PC?

- * Ensure that the Lectern PC workstation is powered on.
- * Make sure the “Main PC” input button is selected on Lectern control panel
- * Make sure the PC is not in low power mode by moving the mouse or touching keys on keyboard.

LCD Screen

What I presented from the lectern shows up on the lectern and counsel monitors, but not on the LCD Screen.

- * Ensure that the LCD TV Screen is powered on. NOTE: You may need the remote to power the LCD TV on, as some of the power buttons are out of reach.
- * Verify that the LCD Screens blue CAT5 cable is connected to the floor plate. The CAT5 cable looks like a large telephone cable.

Attorney Laptop PC

My laptop is connected to the Lectern input cables, but is not displaying on any of the monitors.

- * Ensure that you have properly connected the correct monitor cable to your laptop and that you have selected the appropriate “Attorney Laptop PC” button on the Lectern control panel.
- * Confirm that you have adjusted your laptop to output to a second display (as you would with a projector).
- * Ensure that your laptop display resolution is set to the supported 1024 x 768 setting.